



A
MANUAL
OF
WIRING PROCEDURE

URGENT! - HERE IS YOUR GUIDE TO AN EFFECTIVE WIRING PROGRAM. MEMBERS! WIRING CONTRACTS MUST BE SIGNED BEFORE CONSTRUCTION CAN BEGIN. START YOUR WIRING PROGRAM NOW!

(from Applications + Loan Div.)
DEPARTMENT OF AGRICULTURE
U. S. RURAL ELECTRIFICATION ADMINISTRATION
WASHINGTON, D. C.

MAY 1940



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ADDENDUM TO MANUAL OF WIRING PROCEDURES

- (1) Page 4 - STEP 1 - (B) - Do not accept any unit prices from Wiring Contractors that are higher than the suggested schedule contained herein. There are plenty of well-organized contractors who will do the wiring under the group-wiring plan at the suggested maximum prices.

If the local contractors demand higher prices, use the suggested prices contained herein and proceed as outlined under Step 4 (C) 2, page 5. You should then have no difficulty in getting members to cooperate on the group-wiring plan when they are shown this is the only way to get low-cost, guaranteed wiring.

- (2) The new REA policy of furnishing the Main Service Entrance to the member without charge should be the final means of persuading members and contractors to cooperate on the Group-Wiring Plan.

a. After you have taken Unit Bids from electrical contractors on the Main Service Entrances as instructed by the Division of Engineering and Operations, you would give orders to install these Main Service Entrances, at the lowest unit bid received, in groups to as many of the contractors to whom you award groups of members' wiring installations, as you consider are required to do the work expeditiously.

b. Obviously, all other features being equal, it would be advantageous to have the wiring contractor who installs the house wiring to install the Main Service Entrance. One of the main advantages of this to the member is in having the same contractor responsible for the entire wiring installation on his premises.

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A MANUAL OF WIRING PROCEDURES

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PART I

1. REQUIREMENTS FOR OBTAINING MEMBERS' HOUSE-WIRING CONTRACTS

Your cooperative has received an allotment of funds from REA to construct either a new project or an addition to your present project. You know there are no grants in connection with this loan and every dollar must be paid back to the Government with interest. The only means you will have of meeting this obligation is from revenue received by selling electricity to your members. It will be difficult to obtain sufficient revenue to meet this obligation without the required number of members connected to your lines. Since REA, under the Rural Electrification Act, is required by the Congress to see that all projects are self-sustaining, the following wiring requirements are to be fulfilled before starting construction of the project:

A. Wiring Contracts - No line construction should be started until you have secured bona-fide house-wiring contracts from three-fourths of the members who have signed for service, if the signed density is 2.7 or greater per mile; and a minimum of two house-wiring contracts per mile if the signed density is less than 2.7 per mile. Member's application for membership and contract for service will not fulfill these requirements.

B. Weekly Wiring Program Reports - In the back of this Manual are ten copies of the "Weekly Wiring Program Report" forms for your use. Each Saturday night, after you start your wiring program as outlined herein, it will be necessary for the Project Superintendent to send this report to the Wiring Section of the Utilization Division. A copy of this report should be kept in your office. Results shown on these reports will be the basis for releasing your project for construction.

2. SPECIFICATIONS AND FORMS

For the protection of members against the hazards of defective wiring and for the protection of the electric organizations, all wiring installations, whether cash or financed, are to be made in accordance with the latest issue of the National Electrical Code, waiving Section 2110. Installations must be inspected and approved by an accredited inspection agency that is independent of the organization, and approved by the Rural Electrification Administration, before receiving electric service from the organization's lines.

Since the National Electrical Code is not readily understood or interpreted by laymen and many contractors, the REA Wiring Specifications have been drafted as a standard to meet the requirements of the Code for rural wiring. The projects or inspectors are not permitted to set up additional regulations of any character in excess of these specifications, such as special-size service entrance, special types of service equipment, etc.

All prospective members and all wiring contractors are to be advised of these regulations. All prospective members are to be advised not to permit any contractor to give them a price on wiring or to start work on wiring, until the contractor has first cleared through the organization and received a copy of regulations and instructions on the wiring program.

The cooperative is required to print all forms according to samples contained herein, in sufficient quantity to fill its need. REA will furnish sufficient copies of the wiring specifications to supply the contractors who work on the project. You should immediately notify the Utilization Division of the number of wiring specifications you will need.

3. WIRING INSPECTION

Independent inspection agencies have been approved by REA and have been established in every state. Upon receipt of this Manual, project officials should immediately request the Utilization Division to advise who has been approved as inspector for your project.

Inspectors are paid by fees collected from the wiring contractors or members. Amount of the fee is established by the inspector and not the project officials. Except in states that have local laws establishing the amount of inspection fee, and in states where the inspection is done by the Middle Department of the Underwriters, the maximum fee will be \$2.50 per initial inspection with an additional fee (same as initial) for each reinspection required.

The initial inspection fee covers inspection of all wiring of all buildings on the members' premises, if wired prior to initial inspection. However, if members only partially wire their premises in the beginning, and then wire other buildings or do outside wiring later, this additional work must also be inspected with an additional inspection fee.

While the project officials are in no way connected with the inspection, it is necessary that the following system be used to keep a complete record of wiring progress on the project, and to act as depository for inspection fees.

(1) Provide a separate "Inspector's Book" for recording all transactions. This should be open for inspector's examination at all times.

(2) Place key map of the project on wall of office; map to be minimum scale 1" to mile. Place red pin for each signed member, white pin for each potential member.

(3) When each meter socket is issued

- (a) Collect amount initial inspection fee.
- (b) Make record in "Inspector's Book" and on card in card file; name and address of members where meter socket will be installed; date issued.
- (c) Use quick-drying paint and change color pin on map to blue.

(4) When wiring installation is ready for inspection, written request for inspection is to be made at project office.

- (a) Record date request made in "Inspector's Book" opposite original record of meter socket issue.
- (b) After inspector has made initial inspection and filed copy of approval or condemn in project office, turn over inspection fee collected to inspector.
- (c) If installation is condemned, contractor or member will be required to correct installation. When corrections are completed, requests for reinspection are to be made to project office, and recorded in "Inspector's Book." Amount of reinspection fee is to be deposited in office with request for reinspection.
(Sample copy of inspector's record may be found on page 24 of this Manual.)
- (d) When final approval certificate is filed by inspector, change color of member's pin on map to green.
- (e) Form of Inspection Certificate shown on page 21. Cooperative will furnish these forms to inspector without charge.

4. STEP-BY-STEP PROCEDURE FOR GROUP WIRING PROGRAM

Many projects have found the following plan helpful because it organizes the efforts of the contractors, assures a uniform approach to all sections of the project instead of a hit-or-miss program of individual contractors, and permits lower costs for project members, together with reasonable profits for the contractors.

Though the program described herein has helped other projects fulfill REA requirements, it is not mandatory; but it is of utmost importance that a definite wiring program be put into effect immediately which will obtain the required number of members' wiring contracts as stated under section A (page 1), so no delay will be caused in releasing the project for construction. This program can be of great benefit, because it assists the project in meeting its obligation to the Government by having the required number of members' premises wired and connected to the lines when energized - instead of waiting many months or perhaps years after energization to reach self-sufficiency.

Three factors which have contributed to the high cost of rural wiring and plumbing installation are:

- (1) Contractors' loss of time and expense soliciting work over widely separated areas, without any standard upon which to bid. Each man has been figuring on doing the work in a different manner, and the member does not know who is actually giving the best price.

- (2) Buying materials in small quantities at high prices.
- (3) Widely separated jobs, causing loss of time and expense traveling between jobs, and between job and shop.

Under the group-wiring plan the contractor saves cost of solicitation. All contractors are bidding on one standard installation (the REA specifications). All work is located in one small area saving expense of travel between jobs. The contractor has been able to purchase his materials in large quantities at lowest trade prices, all resulting in material savings to the member. In order to get lowest carload price on wiring materials contractors on some projects have grouped their orders and placed same through one contractor.

STEP 1

(A) A meeting of all wiring contractors should be called and an explanation given of the group-wiring plan as described herein.

(B) The suggested schedule of unit prices on last page has been proposed as a uniform schedule by contractors on other projects in your state and has proved satisfactory. Local contractors should propose similar or lower schedule of prices, after being advised that the prices are based on mass production, with the idea in mind that certain specific areas of the project will be assigned to each contractor. You should further advise them that the project will obtain the wiring contracts in advance from the members, as hereinafter described, thereby eliminating the cost of solicitation on each job, and many return trips to the member.

(C) The contractors will more readily see the value of this program if each man is assured that he will be awarded a group of houses to wire in accordance with his ability. The success of the plan rests in apportioning the work among the contractors in accordance with the capacity and in obtaining a fair, low price for all units at the start of the activity. In case there are too many contractors for satisfactory division of territory, they should be advised that the services of all are needed in order to get the houses wired by the time the lines have been constructed, and it is quite possible that the smaller contractors could pool their resources with the bigger contractors so that all will participate in the work to be done. Each contractor should also agree to stay in the territory awarded him. In case a member requests a certain contractor on his contract form UT-5R3, arrange for a mutual agreement of exchange among the contractors.

(D) Explain to contractors that the success of this program depends on obtaining the members' agreements to cooperate. To get these agreements, meetings of the members are necessary. To get good attendance, the meetings must be made attractive. Ask all the contractors as a body to offer a free house-wiring job to be given away as a prize at the mass meeting. In many instances materials are given by the supply house and labor is given by the contractors.

STEP 2

After this agreement has been reached you should then divide the territory among the contractors in proportion to their organization ability.

STEP 3

Use material mentioned in Step 1 - "First Steps in Load Building."

Send each prospective member "Wiring Check List," pamphlet on "Wiring Your Farm and Home," and a good news letter. This material helps convince members of the importance of proper wiring.

Arrange for newspaper publicity outlining the group-wiring plan, REA finance plan, the savings to members that can be obtained, and the requirement for members to sign wiring contracts before construction begins.

STEP 4

(A) It is now necessary to explain directly to members the value of this organized wiring plan. Hold meetings over the entire project to outline: What has been done to lower the cost of wiring, the benefits of cooperating with the contractor assigned to the territory, the requirement for members to sign bona-fide wiring contracts immediately so as not to delay line construction, and information on the wiring finance plan for members.

(B) These meetings must be well attended so that personal explanation of the program can be given to all members, and their questions can be answered. To get good attendance the meeting must be made attractive. Suggested form of notice of meetings to be sent to members is given on page 25 (colored dodgers).

(C) Order of business at mass meetings:

1. Explain wiring program as outlined Step 4 (A) and as described in package of dodger material contained in the Manual.
2. Distribute wiring contract form UT-5R3 shown on page 18 with unit prices printed in space provided on back of contract.
3. Give demonstration on good wiring and lighting. Have samples of electrical units and explain their use in accordance with terms used on wiring contract form.
4. See that all present have pencils. Request that all members fill in approximate number of different outlets they want on contract form. Fill in spaces under residence wiring only. It is not necessary to fill in spaces for number of outlets in outbuildings. Merely have members check which outbuildings they desire to have wired.

5. Explain use of REA finance plan for financing members' wiring installations, etc., and have members indicate on contract whether or not they desire REA financing.

6. (a) At this point check to see whether or not members are filling out contracts. If not, ask why they are not, and state again that unless the contracts are signed and turned in, construction cannot be started.

(b) If any members reply they might want to select their own contractor, explain that if many do so it will break up the program by putting the contractors to the expense of travel and solicitation, and will cause the contractors to raise prices. Explain that each contractor must do the work in accordance with the specifications, and that the members are advised not to pay the contractor until the work has been inspected and approved. After this explanation anyone who still insists on selecting his own contractor should be advised to write the name of the contractor he desires at the top of the contract.

7. Give a good talk to members regarding the cooperative activities of each member, as described in dodger entitled "Whom the Project Will Ultimately Belong to." Then request each member present to volunteer to take extra contracts and price schedules home with him; see two or three of his neighbors to sign contracts and return to office by predetermined date. Do not allow more than two weeks after date of meeting.

STEP 5

The Superintendent should send a members' credit statement to each member who has indicated that he desires financing. Have these credit statements returned immediately to the office and submit to credit committee for approval.

STEP 6

To everyone along route of proposed lines who did not attend meetings, send entire package of wiring program dodger material contained in back of this Manual, including wiring contract and price schedule, with instructions that wiring contract must be returned to office by the same predetermined date mentioned in Section 7 - Step 4-C, or lines will not be built to serve them.

STEP 7

Usually these three methods will bring in the required number of wiring contracts. If not, advise the Utilization Division how many contracts have been obtained and instructions will be given regarding the method to be used to obtain the balance required.

STEP 8

Each contractor will be given copies of all the wiring contracts received from members in his group, along with a member's contract UT-5R3 for each member. The contractor will then visit member's premises and measure for the materials required, stipulating on the reverse side of member's contract UT-5R3 the exact location of all outlets, and pricing the installation in accordance with the agreed schedule of unit prices.

For each member who desires financing and whose credit has been approved by the credit committee, the Project Superintendent shall give the contractor all papers as described and listed under Question 5, Part II.

In case any particular member cannot be persuaded to sign the standard wiring contract form, the alternate agreement indicated herein on page 19 may be used. This alternate agreement is not to be used as the regular form, but only in emergency when particular members will not sign the regular form.

STEP 9

The contractor will then deliver his materials to each member, collect a minimum of 20% cash, and have the member sign the Note and Contract. If member desires financing, he will stipulate the terms of payment. If he does not desire financing, he will state on the Note and Contract that he will pay cash within 10 days after completion and acceptance of the work.

STEP 10

After any financed installation is completed, the contractor will obtain a certificate of inspection and approval from the inspector, have the member sign the Certificate of Satisfaction, and present all papers to the project superintendent and receive payment for his work within approximately two weeks.

5. SUMMARY OF NECESSITY AND ADVANTAGES OF AN ORGANIZED PRECONSTRUCTION WIRING PROGRAM

Important points:

- (1) With an organized program, get members' premises wired by the time the line construction is completed.
- (2) Determine how many houses are wired, and how many are to be wired.
- (3) How many wiring contractors are lined up?
 - a. Find out the production and organization setup of each contractor and number of entire farmstead wiring jobs each can do in 30-day period.
 - b. How many of these are merely individuals working by themselves?

- (4) Superintendent can estimate how long it will take to get members' houses wired with and without organized program from following guide:

One individual will probably wire about 4 to 6 houses per month.	} Provided contracts are obtained and distributed by Co-op, so contractor will not have to lose time soliciting work.
Two men will probably wire about 8 to 10 houses per month.	
Four men will probably wire about 15 to 20 houses per month.	
Six men will probably wire about 25 to 30 houses per month.	

If cooperative does not obtain wiring contracts from members and distribute to contractors under organized plan, contractors can probably wire only half the above number of houses, as a great portion of their time will be used in soliciting work. Line construction is usually based upon completion in ninety days,

- (5) The Superintendent should realize the necessity for organizing wiring in order that it may all be completed in ninety days. Thus the necessary number of members can be served as soon as the lines are energized, and assure the required revenue to make project self-sustaining.
- a. The cooperative may feel it is sufficient to secure the alternate form of wiring agreement, which merely states the member will pay minimum bills if his house is not wired. This does not meet the problem. Paying minimum bills without electric service causes dissension and dissatisfaction. You cannot teach members the economic value or the best uses of electricity unless their houses are wired,
- (6) Consider the value to members and the cooperative of having uniform schedule unit prices proposed by all contractors, based on allotting defined areas to each contractor.
- a. This saves the contractors much of the cost of estimating, solicitation, travel, personal time, call-backs, etc.
- b. Unit price schedules should state that prices are based on members' using the contractor assigned to their district and permitting that contractor to do their wiring on his first call,
- c. Value of members' giving wiring contracts to cooperative for distribution to contractors.
- c-1. This gives lower prices since the cooperative can place the contracts with the contractor and assure the contractor the saving of solicitation costs,
- c-2. If members make contracts directly with individual contractors, some may be induced to spend money for wiring and later find they cannot be served from lines under present construction.

- c-3. If members will sign wiring contracts with the cooperative they can rest assured their premises will not be wired unless the cooperative is positive the lines will be built to serve them under present construction. The cooperative will not release members' wiring contracts to the contractors on any section until the number of contracts required by REA has been obtained, and until all easements have been cleared which will assure the cooperative that the particular section in question will be built. These assurances will enable projects to overcome hesitancy of members to sign wiring contracts with the projects prior to erection of poles, lines, etc.
 - c-4. The cooperative will see that contractors are not paid until the wiring is inspected and approved. This will guarantee that the contractor will return to make corrections or he will not be paid.
 - c-5. The cooperative can get lower unit prices for the benefit of its members, as the contractors will not incur the selling costs of approximately 10% that would normally be added if they have to solicit work.
- (7) Projects should be certain that the combined production capacity of the electrical contractors in the area is sufficient to complete the wiring of all members' premises during the normal 90-day construction period. If your estimate under paragraph (4) reveals that local contractors cannot accomplish this, the cooperative should be shown the value of securing the services of well-organized outside contractors who will agree to employ local labor. It is paramount to the success of any wiring program that any of the local qualified wiremen or contractors who elect to work as independent operators be allotted as much of the wiring as they can do during the 90-day wiring period. By keeping the local contractors satisfied it will prevent any attempt to discourage members from cooperating in the wiring program which will have been established for the benefit of the members.

PART II

1. VALUE OF REA WIRING FINANCE PLAN

Past experience on REA projects has proved that one of the most effective means of obtaining the required number of members to place a rural electrification project on a self-sustaining basis is to provide a sound, long-term financing plan so members can wire their premises immediately. They can then obtain without delay the economic and social advantages of using electricity, instead of waiting for better crops or until they feel they can spare sufficient cash for an adequate wiring installation.

In order to make the finance plan operate successfully, the members must be told of its advantages. It must be kept in mind that if twenty-five additional members can be obtained by offering financial aid for wiring installation, it will represent a minimum additional annual revenue of approximately \$1,000.00 to the project.

There are many prospective members along the lines who would be good users of electricity and provide needed revenue to the project, but who do not feel they could spare sufficient cash to pay for a wiring installation. There are also others who will spend enough to install wiring for lights only, but would like to install adequate wiring to care for future uses of electricity. These people need to know about REA's wiring finance plan.

Realizing the necessity of such a financing plan, the REA will lend funds to borrowers, to be relent to members to finance the installation of wiring and lighting fixtures. (Water pumps and complete plumbing systems can also be financed under this plan as explained in Manual of Plumbing Procedure.)

When project officials adopt the REA financing plan, its objectives will not be accomplished if the cooperative waits for members to request financial assistance. To insure the success of the financing plan a complete house-to-house canvass should be conducted to learn potential wiring requirements, and to advise members that financing will enable them to wire their premises without delay.

2. REQUIREMENTS FOR FINANCING

The maximum loan to any one member is \$400. This will care for a \$500 installation, since it is required that the member pay a minimum of 20% cash. The minimum unpaid balance on any wiring installation which may be financed under the REA finance plan, after the cash payment has been deducted, is \$10.00, and the minimum payments for such balance will be 75¢ monthly, \$2.25 quarterly, and \$4.50 semi-annually.

3. GENERAL PROCEDURE

The following procedures are outlined as questions and answers for clarity:

(1) Q. On what basis are loans made?

A. REA-financed electric distribution systems can borrow funds from REA sufficient to finance members' wiring and plumbing installations, at approximately 3% interest on unpaid balances, to be repaid in 5 years, payment to be made in semi-annual installments.

The local organization can lend to each member of approved credit, a maximum of 80% of the total cost of wiring and lighting fixtures. The organization lends to members at 6% per year (on unpaid balances). Terms for repayment may be monthly, quarterly or semi-annually, for any length of time up to five years. The difference in interest rate will compensate the organization for carrying the account, clerical expense, collection of bills, and to cover delinquencies and defaults that may arise.

(2) Q. What security is given by members for a loan made?

A. REA requires the member to give the electric distribution organization a promissory note, and a contract stipulating terms of repayment, note and contract to be signed by husband and wife. The organization endorses the note and the U. S. Government will pay the organization full face value of note.

When the organization feels member's credit is questionable, it may require member to furnish a chattel mortgage, or other security.

(3) Q. Who passes on member's credit, and what basis for extending credit is used?

A. It is suggested that the organization elect a credit committee, composed of three people, who will decide whether or not a member is deserving of credit.

If the member is of good moral standing in the community, and an aggressive hard-working individual, who makes an honest effort to pay his bills, he should be given every consideration, in determining his desirability as a credit risk.

(4) Q. Are the officers or directors of the organization, or any individual members, personally liable to the Government for members' indebtedness?

A. No. The organization has only a corporate liability, just the same as the corporate liability which it accepts when borrowing money from REA to construct the electric lines. The value to the organization in obtaining additional revenue from the sale of power to the financed members, should far outweigh the risk taken.

(5) Q. What steps must be taken to make REA financing available to members?

A. First. Call a meeting of the board of directors or trustees. Outline the REA wiring financing plan, and have the directors adopt resolution to use the REA financing plan.

Second. Determine the approximate total amount of money required to finance installations for members on the project. This can be determined from "Members' Wiring Contract, UT-5R3." Sample shown herein on page 18.

This contract form indicates which members desire financing and the approximate number of various electrical outlets, etc., required in the installation. By using the following figures the approximate cost of each installation can be determined. These figures do not represent the actual cost of wiring but are given for the purpose of determining the approximate amount of loan required.

Light outlets, S. P. switches, -
and convenience receptacles - \$1.85 each.

3-Way switches - refrigerator receptacles, electric iron receptacles, bell transformer and bell, and heating device outlets - \$2.35 each.

Range receptacles - \$8.50 each.

Water heater outlets, - stationary
motor outlets - \$5.00 each.

Yard lights and switches - \$7.50 each.

Portable motor outlets - \$6.00 each.

Wiring between buildings - 6¢ per foot -
two wires.

Service extensions beyond limit allowed -
in Line Construction Contract - 10¢ per
foot - 3 wires.

Yard pole meter loops - \$12.50 each.

Service entrance for residence - \$15.50

Service entrance for major outbuildings - \$12.00

Service entrance for small buildings - one
light circuit only - \$2.50

Third. After the total amount of financing required has been determined, the board of directors will send a request to the REA to allocate the amount of money needed, and state the number of members to be financed.

This request should be accompanied by a tabulation of members' requirements similar to Form UT-1 shown herein on page 15. In case it is desirable to make this money available before the actual requirements of each member can be determined, approximate the number of installations to be financed and the amount per installation. The board of directors should then pass a resolution requesting this allocation, stating therein the total amount and the approximate number of members. This resolution, signed by the board, should be sent to the Utilization Division.

Fourth. If available, this money will be allocated immediately and the Utilization Division of REA will send the project officials an Installation Loan Contract with complete instructions for the proper execution thereof.

Fifth. As soon as the Installation Loan Contract has been properly executed the money will be available to be loaned to members. The Finance Division will send Project Superintendent samples of all necessary forms for Members' Notes, Contracts, Credit Statements, Certificates of Satisfaction, etc., with instructions for their use.

The organization will not pay any interest on the money allocated or included in the Installation Loan Contract until members' notes are sent to REA and money actually advanced.

(6) Q. Can single installations be financed without being included in group-wiring plan?

A. Yes. It is only necessary for the contractor to obtain an order from the member stipulating the work to be done and the cost of the installation. The contractor will have this order approved by the Project Superintendent, and the Credit Committee. The Project Superintendent will give the contractor the Members' Note, LE-166R page 17, Members' Contract - UT-5-R3, page 18 and Certificate of Satisfaction UT-7R, page 20. The contractor will have these papers signed by the member. After the contractor has obtained a certificate of inspection and approval from the inspector, and returned all papers properly executed to the Project Superintendent, he (the contractor) will receive payment within approximately two weeks, provided the members' notes, with the necessary supporting papers, are promptly forwarded to the Finance Division for payment.

The same proceedings are followed to obtain financing for members' installations included in the group-wiring plan, hereinbefore described.

(7) Q. Can member's wiring be financed if member makes installations himself instead of having a contractor make installation? Can the wiring be financed if member purchases material and employs electrician to install wiring?

A. Yes, in either case, so long as the wiring is installed to meet the requirements of the REA Standard Specifications for Wiring. No advance of money can be made, however, until the installation has been completed, inspected, and a certificate of approval filed in the cooperative office by the inspector.

REA INSTALLATION PROJECT NO. _____

APPLICATION FOR REA INSTALLATION LOAN

The _____ located in the Town of _____, County of _____, State of _____, through its undersigned duly authorized representatives, hereby applies to the Administrator of the Rural Electrification Administration for a loan of \$_____ to finance installations of wiring on the premises of _____ its members who will be served by its electric distribution system and herewith submits a Tabulation of Installation Survey setting forth estimates of the approximate costs of the installations desired by the respective members, as indicated by an Installation Survey.

TABULATION OF INSTALLATION SURVEY

- A. Name of Member
- B. Estimated Cost of Service Extension
- C. Estimated Cost of Wiring
- D. Estimated Cost of Lighting Fixtures
- E. Estimated Cost for each Member
- F. Amount of Estimated Cost in Excess of \$500

	A	B	C	D	E	F
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
etc.	(Extend on successive sheets)					

Totals

Less Total of "G"

Total Amount of Application for "Installation Loan"....

MEMBER'S CREDIT STATEMENT

_____, 19____

(CORPORATION NAME)_____
(ADDRESS)

Dear Sirs:

I desire to have electric wiring and/or plumbing installed in the buildings on my premises, and/or to acquire certain electrical appliances and equipment and would like to have the benefit of the financing plan available through you and the Rural Electrification Administration of the United States Government. In order to establish my credit standing, I submit the following:

Stores from whom purchasing on credit.... _____

Bank where account is carried..... _____

Family doctor..... _____

Length of time living on premises..... _____

Materials now being purchased on credit.. _____

 Name of Company _____ Payment per month \$ _____
 \$ _____

Two credit references..... _____

Mortgage statement: Name of Mortgagee... _____

 Address _____ Amount \$ _____
 \$ _____

Acres of land _____ Type farming _____

Real estate value _____

Very truly yours,

(MEMBER'S SIGNATURE)RECOMMENDATION OF FINANCE COMMITTEE

We have examined the foregoing and have investigated the credit standing of the party whose signature appears above, and are of the opinion that a credit of \$ _____ should be granted.

(MEMBER OF FINANCE COMMITTEE)_____
(MEMBER OF FINANCE COMMITTEE)_____
(MEMBER OF FINANCE COMMITTEE)

FINANCE COMMITTEE OF _____

\$ _____, _____, _____
 (City or town) (State)
 _____, 19__

CONSUMER'S NOTE

For value received, the undersigned promises to pay to the order of _____
 _____, at its office at
 _____, _____, State of _____,
 (Number and street) (City or town)

the sum of \$ _____, with interest on the amount thereof from time
 to time unpaid at the rate of _____ per centum per annum, both principal and interest to be payable in _____
 (Monthly, quarterly, semiannual)

installments of \$ _____ each, commencing _____,

19__, to and including _____, 194__, each such installment to be applied first to the payment of the interest which shall have become due and then to the payment of the principal hereof. Of the last-mentioned date the balance of the principal of this note and all interest then remaining unpaid shall become due and payable.

The undersigned on any payment date may pay, in addition to the installment required to be paid on such date, any additional part or all of the principal hereof then remaining unpaid.

Upon default in payment of any amount due hereunder, all unpaid principal and all accrued interest shall become due and payable at the option of the holder hereof without demand or notice. The maker hereof waives presentment for payment, protest, and notice of protest and nonpayment, and also waives any and all defenses on the ground of any extensions or partial payments which may be granted or accepted by the holder hereof before or after maturity of this note.

 (Signature of maker)

 (Address of maker)

 (Project designation)

 (Maker's name, typed)

ENDORSEMENT

The following endorsers (except as otherwise indicated) guarantee the payment of all instalments of principal of and interest on this Note and waive demand, presentment and protest, and notice of demand, protest, nonpayment and suit against the Maker, and consent that the holder hereof may extend the time for the payment of any instalment of the principal of and interest on this Note from time to time without notice and that partial payments on account of such principal and interest may be accepted, without affecting the liability of any endorser. Said endorsers waive diligence on the part of any holder hereof in collecting any payment on account of principal of or interest on this Note and any defense arising out of lack of diligence in enforcing collection thereof.

Pay to the order of United States of America.

By _____
(Signature and title)

REA-UT-5R3
(3/20/40)

MEMBER'S CONTRACT -- INSTALLATION PROJECT NO. _____

CONTRACT made this _____ day of _____, 19____, between _____ (hereinafter called

the "Cooperative") and _____ (hereinafter called the "Member").

1. The Cooperative will cause the Member's premises specified below to be wired and electric lighting fixtures to be furnished and installed therein, all as set forth on the reverse side hereof, and will also cause the service extension hereinafter specified to be constructed thereon, all in accordance with the requirements of the Administrator of the Rural Electrification Administration and all governmental regulatory authorities.

2. The Member has paid to the Cooperative, or will so pay at the time the wiring materials are delivered to the Member's premises, a minimum of 20% of the total cost of said wiring, lighting fixtures and construction. Said total cost is computed as follows:

(a) Wiring.....	\$ _____
(b) Lighting fixtures and installation thereof....	\$ _____
(c) Construction of _____ feet service extension..	\$ _____
Total.....	\$ _____
Cash Down Payment.....	\$ _____
Balance Due.....	\$ _____

The Member will pay the Balance Due, together with interest at the rate of 6% per annum on unpaid balances thereof, in equal consecutive installments of \$ _____ each, commencing _____, 19____. The Member has given or will give a promissory note to the Cooperative, in form and substance satisfactory to the Cooperative, to evidence said indebtedness.

3. Unit prices specified on the reverse side hereof include all material and labor for complete installation. Light outlet unit prices do not include lighting fixtures except that light outlet prices for basements and outbuildings do include porcelain or composition sockets with shade holder ring. All such unit prices are conditioned upon the Member's giving permission to the wiring contractor selected by the Cooperative to perform the wiring herein specified the first time such contractor arrives at the Member's premises ready to perform such work.

4. If the schedule on the reverse side hereof indicates that grounding electrodes are not included in services, the Member will purchase and, prior to the commencement of work by said wiring contractor, install, in accordance with instructions of the Cooperative, such wiring system grounding electrodes as may be prescribed by the Cooperative, so that such electrodes shall be completely installed and ready for connection with the ground wire to be installed by said wiring contractor.

5. Before electric service is furnished to the Member, all wiring shall be approved by an inspector who shall not be a Cooperative employee and who shall be approved by said Administrator. Said contractor or Member shall pay an inspection fee in the amount indicated on the reverse side hereof at the time the meter socket is received from the Cooperative.

6. No liability shall be imposed upon the Cooperative on account of defects in materials or labor, or collection of inspection fees, it being understood and agreed that the Cooperative will act only as the agent of the Member in causing all materials and labor to be furnished for the Member, and as the agent of the Member and said inspector for the collection of inspection fees.

(COOPERATIVE)

(MEMBER)

By _____
(SIGNATURE AND TITLE)

(ADDRESS OF MEMBER)

SCHEDULE OF ELECTRICAL PROVISIONS IN CONTRACT

	RESIDENCE														TOTAL NUMBER	UNIT PRICE	COST		
	KITCHEN	DINING ROOM	LIVING ROOM				PANTRY	STAIRWAY		CLOSET		HALL	BATH	BASEMENT				PORCH-FRONT	PORCH-BACK
LIGHT OUTLET																			
SWITCH - S.P.																			
SWITCH - 3-WAY																			
CONVENIENCE RECEPTACLE																			
RANGE RECEPTACLE																			
OUT BUILDINGS																			
LIGHT OUTLET																			
SWITCH - S.P.																			
SWITCH - 3-WAY																			
CONVENIENCE RECEPTACLE																			
HAY MOW LIGHT																			
MOTOR OUTLET - H.P.																			
SERVICES	FUSED TYPE	CIRCUIT BREAKER	GROUNDING ELECTRODES INCLUDED																
3 #6-60 A. RANGE 4 CIR.																			
3 #8-30 AMP. 4 CIR.																			
2 #8-30 AMP. 2 CIR.																			
ONE CIRCUIT ENTRANCE																			
POLE METER LOOP																			
ADD. SERVICE CABLE																			
BUILDING TAKE OFF																			
YD. LIGHT 2-3 WAY SW.																			
YD. LIGHT 1-S.P. SW.																			
WIRE - NO. 4 W.P.																FEET			
WIRE - NO. 6 W.P.																"			
WIRE - NO. 8 W.P.																"			
WIRE - NO. 10 W.P.																"			
WIRE - NO. 12 W.P.																"			
INSPECTION FEE																			
FIXTURES MADE BY																			
INSTALLATION OF	FIXTURES AT																		
	CENTS EACH																		
GRAND TOTAL -																			

The undersigned agrees to furnish and install all wiring, equipment and fixtures referred to above in accordance with the provisions set forth on the reverse side hereof, guarantees entire work to give complete and satisfactory service and will, without extra cost, replace any materials or work which develops defects (except from accident or misuse) within one year from date of completion. The undersigned further agrees to complete said installation free from all liens or claims for which liens might be filed, for \$

The undersigned shall, except to the extent that the Administrator of the Rural Electrification Administration shall otherwise direct, incorporate in said installation only such unmanufactured articles, materials and supplies as have been mined or produced in the United States, and only such manufactured articles, materials and supplies as have been manufactured in the United States substantially all from articles, materials or supplies mined, produced or manufactured, as the case may be, in the United States.

(SIGNED) _____ CONTRACTOR

(DATE) _____ BY _____ CONTRACTOR'S AGENT

DEPARTMENT OF AGRICULTURE RURAL ELECTRIFICATION ADMINISTRATION	ALTERNATE AGREEMENT	DATE: _____
-------------------------------------------------------------------------	----------------------------	----------------

Tract No. _____

Map No. _____

TO THE MEMBERS OF THE

Please fill out that part of the following form that applies to you-----
FOR THOSE WHO HAVE PREMISES WIRED AT THIS TIME:

My premises are wired and ready for inspection .

Date: _____

Name of MemberFOR THOSE WHO DO NOT HAVE THEIR PREMISES WIRED:

Upon my promise to wire my premises and take electric service when made available to me (which action on my part would make the construction of an electric distribution line in my community feasible), the _____ has borrowed funds from the Federal Rural Electrification Administration to build an electric distribution system to serve my property.

I therefore hereby agree to wire my premises by the _____ day of _____, 1939, or when notified by the _____ in accordance with the requirements of the Rural Electrification Administration, so that I will be ready to take electric service when the lines are ready to serve me, or in case my premises have not been wired by that time, I hereby agree to pay the minimum monthly bill each month until my premises are so wired and thereafter as per service agreement which I have previously signed.

Date: _____

Name of Member

Please sign and return at once to the

(Name of Cooperative)_____
(Address)

REA-UT7R2
(11/7/38)

-20-

G.I.F.-12R

~~REA-UT5R2~~
~~(11/7/38)~~

CERTIFICATE OF SATISFACTION

TO WHOM IT MAY CONCERN:

Date _____, 19 _____

We hereby certify that we have executed and delivered to

_____ a note in favor of
(NAME OF CONTRACTOR)

_____ for \$ _____
(NAME OF CORPORATION)

which represents the balance due for the satisfactory installation of _____ in our premises. We further
(WIRING OR PLUMBING)

certify that there is no agreement, written or oral, between us and the contractor or the corporation, altering our unqualified agreement to pay as provided in the aforesaid note.

_____ (Husband)

_____ (Wife)

(SIGNATURE OF WITNESS)

certified correct

(NAME OF CONTRACTOR)

By _____

Title _____

MEMORANDUM TO REA BORROWERS

There is given below a suggested form of Inspection Certificate. If this meets your requirements, have sufficient copies mimeographed to supply the inspector. These should be made out in duplicate.

WIRING INSPECTION RECORD

NAME OF MEMBER ADDRESS
NAME OF ELECTRICIAN ADDRESS

HOUSE	REJ.	O.K.	OTHER BUILDINGS	REJ.	O.K.	OUTSIDE WIRING	REJ.	O.K.
SERVICE ENTRANCE			SERVICE ENTRANCE			METER LOOP AND SOCKET		
GROUND			GROUND			GROUND		
LOAD CENTER			LOAD CENTER			WIRE SIZE		
BRANCH CIRCUITS			BRANCH CIRCUITS			CONNECTIONS		
LIGHT			WIRE SIZE			CLEARANCE		
UTILITY			OUTLETS			YARD LIGHT		
POWER			JUNCTIONS			MATERIALS AND WORKMANSHIP		
WIRE SIZE			CONNECTIONS					
OUTLETS			NO. OUTLETS AT INSPECTION					
JUNCTIONS			MATERIALS AND WORKMANSHIP					
CONNECTIONS								
NO. OUTLETS AT INSPECTION								
MATERIALS AND WORKMANSHIP								

THIS *INSPECTION WAS MADE THIS DAY OF, 19 AND IT WAS FOUND THAT THE WIRING DID; DID NOT MEET THE MINIMUM STANDARDS REQUIRED BY THE

SIGNED Inspector

Form UT-67A
(1/10/40)

INSPECTION MEMORANDUM TO ALL REA PROJECTS

It is quite possible that some of your members may experience delay in receiving electric service because the wiring installation has not been inspected immediately. These delays would, in most instances, be justifiable due to the inspector's presence on other projects, or because the member lives in a remote section of the project.

To prevent these delays in connecting new members to your lines, use Form UT-67-page 28, "Application for Temporary Service." It will be satisfactory to render electric service when you obtain this form, signed by the member and the contractor.

When you have accumulated four or more applications in any one locality you should notify the inspector to make inspections. It should be understood, however, that no wiring installation shall remain uninspected for more than thirty days.

The above-mentioned form is not to be used while a project is under construction, but only after a project has been energized. Neither is this form to be used unless the wiring contractor's previous installations have satisfactorily passed inspection. Members who make their own installations cannot receive service until inspected and approved.

J. Warner Pyles
Utilization Division

APPLICATION FOR TEMPORARY SERVICE

_____, 19____

(Name of Cooperative)

(Address of Cooperative)

Gentlemen:

The undersigned Owner hereby makes application to you for temporary electric service prior to inspection and approval of the wiring of the Owner's premises by an authorized inspector. The Owner and the undersigned Wiring Contractor warrant that said premises have been wired in accordance with the safety requirements of the National Electrical Code and the wiring specifications of the Rural Electrification Administration. The Owner agrees that if, upon inspection of the wiring of said premises by an authorized inspector, such wiring is not approved by him, the Owner will make all necessary changes to said wiring to make it conform to the requirements of the National Electrical Code and Rural Electrification Administration specifications. The Owner further agrees that, if such changes are not made within _____ days after such inspection and failure to approve, you may discontinue service to the Owner until such changes have been made and approval by such inspector has been given. The Owner hereby releases you from any and all liability of every kind and nature for damage which may occur from defective wiring of said premises or from failure to inspect said wiring and hereby agrees to hold you harmless from any and all such liability.

The undersigned Wiring Contractor will make, without charge to the Owner, all changes which shall be necessary to make the wiring of said premises conform to the requirements of the National Electrical Code and Rural Electrification Administration specifications and hereby agrees that, if such inspector shall fail to approve the wiring of said premises, the Cooperative may, until all such changes shall have been made, withhold any amounts now due or which may become due from the Cooperative to the Wiring Contractor on account of loans made by the Cooperative to finance the wiring of the premises of its members.

(Owner)

(Wiring Contractor)

INSPECTOR'S BOOK

Date _____

Name of Member	Location
----------------	----------

NOTE:- At the end of each day a total of all transactions for all preceding days and current day should be indicated at bottom of page.

Inspection fee collected	Date Inspection requested	Date condemn filed	Date re-inspection requested	Date approved & fee paid inspector
Total Sockets issued	Total Inspection Requests	Total Condemns	Total Reinspection Requests	Total Approvals Filed

TOTAL THIS DAY -----

DEPARTMENT OF AGRICULTURE RURAL ELECTRIFICATION ADMINISTRATION	<u>WIRING PROGRAM</u> <u>WEEKLY REPORT</u> SEND TO UTILIZATION DIVISION, REA, EACH MONDAY MORNING UNTIL WIRING HAS BEEN COMPLETED	PROJECT DESIGNATION: DATE W. P. RECEIVED
-------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------

FOR EACH REPORT FILL IN THE SPACES BELOW, NOT ONLY FOR THE WEEK BEING REPORTED, BUT FOR ALL PRECEDING WEEKS.

WEEK NO.	DATE OF SATURDAY	STATUS AS OF SATURDAY			
		SIGNED MEMBERS	POTENTIAL MEMBERS	WIRING CONTRACTS RECEIVED	32-VOLT CHANGEOVERS AGREED TO
1ST					
2ND					
3RD					
4TH					
5TH					
6TH					
7TH					
8TH					
9TH					

IS PROJECT USING REA ORGANIZED WIRING PROGRAM? YES _____ NO _____, IF NOT,
DESCRIBE METHOD USED.

PROJECT SUPERINTENDENT

DEPARTMENT OF AGRICULTURE
RURAL
ELECTRIFICATION
ADMINISTRATION

WIRING PROGRAMWEEKLY REPORT

SEND TO UTILIZATION DIVISION, REA,
EACH MONDAY MORNING UNTIL WIRING
HAS BEEN COMPLETED

PROJECT DESIGNATION:

DATE W. P. RECEIVED

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DEPARTMENT OF AGRICULTURE
RURAL
ELECTRIFICATION
ADMINISTRATION

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SEND TO UTILIZATION DIVISION, REA,
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PROJECT SUPERINTENDENT

NOTE

The attached package of material is referred to under Step 6 - page 6. It is recommended this material be printed on 6" x 9" colored dodgers.

The notations at the side of each paragraph indicate the size and kind of type suggested.

Here's Good News

48 pt
caps + l.c.

ELECTRIC LINES ARE BEING STAKED
-- CONSTRUCTION WILL START SOON

18 pt caps
2 pt lead
rule

IF YOU WANT SERVICE
YOUR HOUSE MUST BE WIRED
BEFORE LINES GET TO YOUR PLACE
YOU MUST SIGN SERVICE CONTRACTS NOW
-- NOT LATER

12 pt caps

YOU SHOULD KNOW:

- 1-- That the electric lines will belong to you.
- 2-- What has been done to lower the cost of wiring.
- 3-- That construction of line on your road cannot start until you place your contract for wiring.
- 4-- How to get long-term financial assistance for wiring, lighting fixtures and plumbing.

10 pt
caps
& l.c.

ATTACHED WIRING CONTRACT MUST BE RETURNED
TO THE CO-OP OFFICE NOT LATER THAN
OR LINES WILL NOT BE BUILT TO SERVE YOU.

18 pt caps

The Electric Lines
Are Built For You

48 pt caps & l.c.

2 pt lead rule

DO YOU REALIZE THAT THE ELECTRIC LINES
WILL BELONG TO THE PEOPLE IN YOUR COMMUNITY?

12 pt. caps

REA has only loaned the money for construction to your Cooperative.
They did this in good faith and on the promise of the people
in your community to use the electricity.

10 pt
caps
& l.c.

YOU HAVE NO PERSONAL OBLIGATION FOR
REPAYING THIS GOVERNMENT LOAN

12 pt caps

Except to keep your promise to use electricity from these lines.
The only way enough revenue can come into the Cooperative to
repay the loan and maintain the lines is for you and your
neighbors to use the current.

10 pt
caps
& l.c.

EVERYONE MUST DO HIS OR HER PART

12 pt caps

By wiring immediately and connecting to the lines, if he or she de-
sires to keep this electric service that we have all worked so
hard for. You need three or more customers per mile. Do your
part. Use the REA financing plan so that you can wire now.

10 pt
caps
& l.c.

CALL OR WRITE THE COOPERATIVE
OFFICE AND SIGN FOR MEMBERSHIP

18 pt. caps

WIRING

36 pt caps

At Rock Bottom Prices

24 pt caps
+ l.c.

Rural wiring has been high, because contractors have had to charge the customers for the expense involved to travel long distances to solicit work. He has had to buy materials in small quantities and pay high prices. Distances between the jobs he is successful in getting have been long, causing large expenses for travel between jobs, and from the job to his shop.

To overcome these high prices the REA has written a wiring specification for all wiring that DOES NOT CALL FOR ANY UNNECESSARY REQUIREMENTS. Only the requirements of the National Electric SAFETY code have been specified, so that the lives of your family and your property will be protected. All wiring must be done in accordance with THIS SPECIFICATION and be INSPECTED and APPROVED before service can be received from the electric line.

To further assist the farmers in getting wiring at low cost, competitive bids have been taken from all contractors in your county and surrounding counties. The lowest price received has been given on a "Mass Production Basis." This means that the contractor will have a large group of houses to do at one time, that all the houses in each group will be located in one small area. All contractors have agreed to do the work at this price and none of them will do the work for any less. The contractors have based these prices on having the large volume of work to do in one area, and it not being necessary for them to be put to the expense of soliciting the work. Copies of these prices are attached and are also printed on the attached Wiring Contract after each electric outlet. Separate unit prices are given for each different type of electric outlet. By using this chart you will know exactly what you should pay for your work by multiplying the unit prices by the number of different type outlets.

Prices are based on wiring your house while the contractor is in the territory, and upon the owner permitting the contractor to install the wiring when he first calls on you. If he has to come back after he has finished in your section, or if you require him to make return calls before permitting him to start your wiring, the prices will be higher.

HOUSES MUST BE WIRED BEFORE
THE LINES CAN BE ENERGIZED

12 pt
caps

Please cooperate with the contractor who has been assigned to your district by allowing him to start work immediately when he calls on you, so that these low prices can continue.

Wiring Contracts
Must Be Placed At Once

36 pt Caps

The electric lines are being staked now. REA will not permit contractor to start construction on your road until all prospective customers who have signed APPLICATION FOR MEMBERSHIP show that they are going to use electricity by signing a contract to have their premises wired.

To speed up the work and show REA that you mean business the attached WIRING CONTRACT, signed by you, will fulfill the REA requirements. Do not put this off because you do not desire to spend your cash at this time for wiring. Use the REA Finance Plan. Sign the CONTRACT, and CREDIT STATEMENT and return IMMEDIATELY.

When filling out the WIRING CONTRACT, the number of light outlets and convenience receptacles, which you indicate in the various rooms, does not have to be exact. You can add to or deduct from this number when the contractor comes to your premises, and only pay for what is actually installed. REA recommends that you install at least one light and one convenience receptacle in each room. Remember, you need a convenience receptacle at every location on your premises where you might want to use electricity for any purpose in the future. If the use requires more than a $\frac{1}{4}$ -horsepower motor you need a power outlet.

REMEMBER wherever you might want to use a radio, washing machine, electric iron, electric refrigerator, electric roaster, floor lamp, or table lamp in your home, you must have a convenience receptacle to connect these appliances to. They cannot be connected to a ceiling light.

Provide an outlet now for a water pump. You will want one before long. While doing your wiring provide an electric range outlet. You might not want to use one now, but there will be a time when you need it. Only by installing these outlets now can your contractor make your wiring heavy enough to provide power for their use.

USE THE REA FINANCING PLAN

24 pt caps

WIRING CONTRACTS MUST BE RETURNED TO THE COOPERATIVE OFFICE AT ONCE, OR THE LINES WILL NOT BE BUILT TO SERVE YOU.

12 pt
Capo

Not under 8' p.c.to.

LONG-TERM FINANCING CAN BE HAD
FOR WIRING, LIGHTING FIXTURES,
WATER PUMPS AND PLUMBING

36 pt
caps

The Rural Electrification Administration has made funds available to your Cooperative to lend to customers of approved credit, for financing 80 per cent of the installed cost of wiring, lighting fixtures, water pumps and complete plumbing installations. This money will be loaned to customers of approved credit for 5 years at 6 per cent true interest on unpaid balances, to be repaid in either semi-annual or monthly installments. There are no other finance charges.

This will make it possible for those who have not agreed to take service because of lack of funds for wiring, etc., to immediately wire their premises and receive the economic and social advantages of putting electricity to work on their farms and let it help increase their income.

By taking advantage of this financing it will make it possible for customers to install more adequate wiring installation now, when the price of the work will be half what it would be if they have to call the electricians back at a later date to extend the wiring or maybe rewire the whole system in order to get enough current to operate farm machinery and appliances that they might want to use in the future. To save FUTURE COST the minimum number of outlets you install should be as suggested by REA on the wiring check list. All outbuildings should be wired now.

SOUTH CENTRAL RURAL ELECTRIC
CO-OPERATIVE, INCORPORATED

24 pt caps

Not under 8 pts.

